

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)					Form Approved OMB No. 0704-0188				
Public reporting burden for this collection of information is estimated to average 440 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information, Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, D.C. 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contract Officer for the Contract/PR No. listed in Block E.									
A. CONTRACT LINE ITEM NO.		B. EXHIBIT	C. CATEGORY TDP _____		TM _____		OTHER _____ X _____		
D. SYSTEM/ITEM		E. CONTRACT/PR NO. N00178-14-D-7663-NS01			F. CONTRACTOR				
1. DATA ITEM NO. A003	2. TITLE OF DATA ITEM Meeting and Conference Minutes				3. SUBTITLE				
4. AUTHORITY (Data Acquisition Document No.) DI-ADMIN-81250A		5. CONTRACT REFERENCE PWS Section 5			6. REQUIRING OFFICE PMW 160				
7. DD250 REQUIRED No	9. DIST STATEMENT	10. FREQUENCY ASREQ	12. DATE OF FIRST SUBMISSION ASREQ		14. DISTRIBUTION				
8. APP CODE No		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION ASREQ		a. ADDRESSEE		b. COPIES		
16. REMARKS Block 4: Contractor's format is acceptable. Use DID as a guide. Submit digital media in NMCI or NMCI successor compatible format. Deliverables need to include an editable Microsoft-compatible format. Blk 12/13: The contractor shall provide minutes and action items of meeting and conferences.					COR		Draft	Final	
								Reg	Repro
								1	1
15. TOTAL									
G. PREPARED BY		H. DATE		I. APPROVED BY			J. DATE		